

**PROPERTY CONTROLLER II**  
**REVIEW OF JOB ANALYSIS**  
**BACKGROUND INFORMATION**

**Date of Review:** November 19, 2004 & December 14, 2004

**Collective Bargaining Identification:** R04

**Job Analysis Review Conducted By:** Libby Beall, Associate Personnel Analyst  
Personnel Examining Section  
Department of Corrections

**Number of Incumbents:** There is 1 incumbent in this classification  
per Department of Corrections Filled/Vacant  
Position Report dated October 6, 2004.

**Names of the Subject Matter Expert(s) and their background:**

**David Bayoneta, Associate Governmental Program Analyst, Business Services**

David currently works as an Associate Governmental Program Analyst at California Department of Corrections (CDC). Previously he worked for 4 years as a Property Controller II with CDC, Business Services. He also worked as a Property Controller I for 4 years at the California State Police, Department of General Services. He has been with CDC for 5 years.

**Willie Quesada, Property Controller II, Correctional Facility, North Kern State Prison**

Willie currently works as a Property Controller II, Correctional Facility at North Kern State Prison. Previously he worked for 6 years as a Property Controller II at Camarillo State Hospital, Department of Mental Health. He has been with CDC for 6 years.

**COMMENTS:** After review of the job analysis, the SMEs added two tasks. Minor changes were made to S2 (deleted “/inmates”) and A2 (deleted “or inmates”).

**Task 13.** Coordinates office moves within the facility utilizing all available resources, material handling equipment, vehicles, etc., to effect a smooth transition and minimize the loss of staff time, as directed.

**Task 14.** Establishes and/or make recommendations to appropriate personnel for items to be maintained as stock on hand (e.g., furniture, office equipment, etc.) for issuance upon request utilizing various request forms, memos, etc., in accordance with SAM and established guidelines.

**Skill 2.** Communicate effectively (written and orally) to facilitate the scheduling of inventories, work with staff, vendors, etc., in order to perform the functions of a Property Controller.

**Ability 2.** Maintain sufficient strength, agility, and endurance to perform daily tasks without compromising their health and well-being or that of their fellow employees.

**(CLASSIFICATION TITLE)**  
**INFORMATION GATHERING**

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

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Other sources were viewed for information (e.g. \_\_\_\_\_); however, the information was not relevant to the job analysis and therefore not included.